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Library Trustees Minutes 06-21-2005

Robbins Library Board of Trustees
June 21, 2005

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 17th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

Communications

Thank-you notes were received from staff members Warren Smith and Louise Crosby for the staff recognition gifts presented to them by the Board of Trustees and Friends of the Library.

Directors Report

Ms. Loud announced that Stella Shen is retiring soon after thirty-seven years of service. Trustees asked questions about building repairs for the elevator and HVAC system.

Budget Update

The library budget as recommended by the Finance Committee was approved by Town Meeting. The Fox Branch will be open three days with municipal funding.

Gift Policy

The members of the board had reviewed the latest draft of the gift policy. Discussion ensued re: recognition per giving levels. The Board requested that Ms. Ruderman submit an updated draft to be discussed at the next meeting. Ms. Muldoon will investigate sources of funding for the recognition plaque.

Preliminary Russell Fund Budget

Based on a report of last year's fund activity provided by the Assistant Town Treasurer, Ms. Loud reported that a budget allocation of \$30,000 for the next fiscal year would be guaranteed. The Board approved the preliminary plan as submitted by the Children's Department. Publicity regarding Russell Fund events was discussed, as was the mix of

programs that would make the best use of funds and accommodate a wide range of children and young adults. Ms. Ruderman volunteered to disseminate program information electronically.

Community Read

Ms. Loud distributed a list of proposed programs for the Community Read. A booklists for young adults has been completed. A new logo has been created and Barbara Fulchino is planning displays. Banners, buttons and a postcard/bookmark are being created. Ms. Loud is considering seeking some corporate donations to help underwrite the program, but will consult first with Ms. Ruderman.

Author Programs

The program with Lou Gorman was wonderful, as were the two local author panels. A fall author program will be planned. Ms. Deal asked the other trustees to provide suggestions for speakers.

Election of Officers

Ms. Deal and Ms. Muldoon served as the nominating committee. Mr. Murphy, Ms. Muldoon, Ms. Ruderman and Mr. Castiglioni were thanked for their service as officers in FY05. The slate of officers for FY06 are: President – Susan Ruderman, Vice-President – Katharine Fennelly, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. The slate was elected on a unanimous vote.

Preliminary Discussion of Administrative/Trustee Goals for FY06

Ms. Loud is examining the activities in the Long Range Plan for what is realistic within the existing budget. Discussion of the trustee goals was tabled until the next meeting.

Friends of the Library Update

Ms. Diminture reported that two membership renewal mailings have taken place. Slightly more than one half of the membership has renewed. New members have been recruited to work on program and membership committees. The Town Day book sale will be held on Saturday, September 17th. A preview sale for Friends' members will take place prior to the public sale. A fundraiser with the Arlington Friends of the Drama will take place in late January.

Other

Ms. Ruderman reported on the status of the 501 (C) (3) application. She has located a lawyer to prepare the filing. Filing fees would be \$625 and lawyer fees would be a maximum of \$2500. A recognized Massachusetts non-for-profit corporation has to be set up first and then the tax-exempt status can be pursued. Without complication, the process should take approximately six weeks. Ms. Muldoon made a motion; seconded by Ms. Fennelly, to expend up to \$3200 from the Farmer Fund for incorporation and formation of a tax-exempt entity. Passed unanimously. Ms. Fennelly made a motion; seconded by Ms. Deal, to expend an additional \$500 for the purchase of stationery, to be taken from the Farmer Fund. Passed unanimously. Due to unanticipated expenses at the end of the fiscal year, Ms. Loud asked the Board for an additional allocation for library materials, to meet the materials expenditure requirement for state aid eligibility. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to expend up to \$3500 for library materials. The majority of the funds will come from the Mary H. Maguire Fund. Passed unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Ms. Fennelly; seconded by Ms. Ruderman. The next meeting will be held on **Wednesday, August 17th** at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Assistant Director